

742508/06/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES ASSISTANT DIRECTOR/ENERGY DELIVERY

DEFINITION

Under general direction, to plan, direct, and review the electric distribution, transmission and generation, engineering, substation and planning engineering, operations, maintenance, communications engineering, and construction activities; to provide professional and technical staff assistance; and to do related work as required.

REPORTS TO: Public Utilities Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Utilities Director. Exercises general direction over professional, technical, trades, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, standards, objectives, policies, and procedures.
- Direct and review the planning and design of the energy delivery and communication system.
- Direct all energy delivery engineering activities; determine scope of projects; review electrical engineering programs, projects, and schedules for suitability and approval.
- Direct and review the construction, maintenance, and repair of the electric transmission, generation, communication, and distribution system.
- Direct and review central substation operations and the installation, construction, testing, maintenance, and repair of electrical and generation substation equipment.
- Represent the Department in negotiations with bargaining units.
- Direct and participate in the preparation and administration of the operating budget and the capital improvement plan and budget.
- Serve as department representative on and to, City committees, project committees, and industry organizations.
- Coordinate Division activities with other City departments, divisions, and with outside agencies and organizations.
- Supervise preparation of data for submission to regulatory agencies; serve as expert witness and represent City interests as required.
- Direct the preparation of technical and administrative reports, presenting reports and recommendations to the Public Utilities Director, City Manager, Board of Public Utilities, City Council, and other agencies and organizations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.
- Supervise the selection, and activities, of professional consultants, advisors, and contractors.
- Serve as Acting Public Utilities Director as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of electrical and/or civil engineering, public utility administration, organization, budget, and personnel management.
- Methods, materials, techniques, equipment used, and applicable regulatory codes and laws related to the development, construction, maintenance, and operation of a public utility.
- Recent developments, current literature, and sources of information regarding utility engineering, construction, operation, and maintenance.
- Economics and utility financing practices.
- Transmission substation communication and generation system operations, including computer control systems.
- Interdepartmental relationships.
- Industry safety practices.

Ability to:

- Plan, organize, staff, and direct a diversified organization in a manner conducive to a safe, efficient performance and high morale.
- Delegate authority and responsibility and to schedule and program work on short and long term basis.
- Direct the preparation of engineering plans, specifications, records, and complex technical reports.
- Establish and maintain effective working relationships with representatives of other utilities.
- Represent the City and department on committees/boards created to administer joint power projects.
- Communicate clearly and concisely, orally and in writing.
- Prepare and negotiate contracts.
- Formulate and present policy recommendations.
- Select, supervise, train, and evaluate professional, technical, and clerical subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in electrical and/or civil engineering. A Master's Degree in a related field is highly desirable.

Experience: At least seven years of progressively responsible managerial and supervisory experience in public utilities electric distribution and transmission engineering, substation and planning engineering, generation, communication, operations, maintenance, and construction activities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid, Class C California Motor Vehicle Operators License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Assistant Director/ Energy Delivery

TO: Public Utilities Director